

## Talking Points for Tax Year 2002

### Federal Tax Deposit Requirements for Employment Taxes

- Federal Tax Deposit (FTD) amounts reported on Form 941, Employer's Quarterly Federal Tax Return, include your employees' withheld Federal income tax, Social Security and Medicare taxes, and your share of Social Security and Medicare taxes.
- There are two deposit schedules for determining when to make FTDs: Monthly or semi-weekly. You are classified as monthly or semi-weekly based upon employment taxes owed during your look-back period.
- If the total taxes you reported in the look-back period were \$50,000 or less, or if you are a new employer in the first year of business who never filed Form 941 before, you are a monthly schedule depositor. Deposit each month's taxes by the 15<sup>th</sup> of the following month. If, however, as a new employer, you accumulate a tax liability (reduced by any advance Earned Income Credit (EIC) payments) of \$100,000 or more on any day during a deposit period, you must deposit the tax by the next banking day.
- If the total taxes you reported in the look-back period were greater than \$50,000, you are a semi-weekly schedule depositor:
  - For wages paid Saturday, Sunday, Monday, or Tuesday deposit by Friday of that week.
  - For wages paid Wednesday, Thursday, or Friday, deposit by the following Wednesday.
- The look-back period for calendar year 2002 covers the four calendar-quarters from July 1, 2000, through June 30, 2001.
- If your net taxes (line 13 of F941) are \$2,500 or more for the quarter, you must deposit your collected taxes as scheduled at an authorized financial institution by using Form 8109, Federal Tax Deposit Coupon. Form 8109 can be mailed or delivered to an authorized financial institution. Your check or money order should be made payable to the financial institution. Or you may make your payments electronically by using the Electronic Federal Tax Payment System (EFTPS). To enjoy the safety and convenience of EFTPS, you may enroll by visiting [www.eftps.gov](http://www.eftps.gov) or calling 1-800-945-8400.
- If your net taxes (line 13 of F941) are less than \$2,500 you may pay the tax with the timely filing of your quarterly Form 941 return instead of making monthly or semi-weekly FTDs.
- If the due date for a deposit falls on a weekend or banking holiday, the deposit is considered timely if it is made by the next banking day.
- References:
  - [Publication 15, Circular E - Employer's Tax Guide](#)